Information Technology Governance Committee Planning Procedures

Purpose

The NC General Assembly has established a systematic process for planning and financing the state's information technology resources.[1] The Department has established a Technology Plan[2] pursuant to these statutory requirements.

The Information Technology Governance Committee (ITGC) was established by the DHHS Secretary to comply with the spirit and intent of this legislation. In order to prioritize and decide on which IT investments to pursue with limited financial resources available for such projects, the Department has established an application process to "Request to Pursue an IT Initiative for Consideration by the IT Governance Committee" (ITGC application).[3] This document describes the process for application and approval.

All projects to develop new IT applications, regardless of value, require approval of the ITGC. This includes any changes to existing projects already approved that involve increased cost. Additionally, this approval is required regardless of funding source.

Overview

The preliminary review of an ITGC application has two principal components as follows:

IT Component – Division of Information Resource Management (DIRM). DIRM examines for:

- Priority,
- Relevance to the Technology Plan,
- Opportunities for consolidation, enterprise solutions, and ability to serve needs of other Divisions/Offices,
- Technical adequacy and compliance with current best IT practices,
- Issues involving the Office of State Chief Information Office review and approval,
- Cost/Benefit analysis, and
- Optimization of current IT investments.

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[1] See NCGS Chapter 147, Article 3D, at: http://www.ncleg.net

[2] See http://www.ncdhhs.gov/opp/businessplan/DHHS%20Technology%20Plan.pdf

[3] See http://www.ncdhhs.gov/budgetandanalysis/index.htm

Budget Component – Division of Budget and Analysis (B&A).
B&A examines for:

- Funding availability,
- Budget priority,
- Planning and execution within the biennial budget cycle,
- Conformity with Results Based Budget priorities, performance metrics and the critical needs process.

Process

An application process is established to provide the ITGC with core information necessary to prioritize IT investments. The ITGC application and the Budget and Position Information Spreadsheet are available at the B&A web page, at http://www.ncdhhs.gov/budgetandanalysis/itgovernance.htm
There are no application deadlines except those dictated by the budget cycle. ITGC meeting dates are called as needed based on factors including the urgency of applications pending review. Applications are submitted electronically to the e-mail address furnished at the website listed above.
Following staff review by DIRM and B&A the application shall be provided to the members of the ITCG with recommendations and with sufficient lead time for review prior to the next ITGC meeting.
There should be representatives from the requesting Division/Office at the ITCG meeting who are prepared to address program and IT issues. These Division/Office representatives should be prepared to make a five minute or less verbal presentation of the application to the ITGC and answer any questions of the members.
Appeals—A Division/Office may appeal a decision of the ITGC by doing so in writing, first to the Chairperson of the ITGC, and then, if necessary, to the Secretary. Decisions of the Secretary are final.
Approvals necessary after approval of the ITGC—A Division/Office is responsible for obtaining all necessary approvals required by law or administrative process subsequent to approval of the ITGC. (There is an attachment to the ITGC application that describes necessary approvals that are based on project size in dollars.) These approvals include:
- DIRM—Coordinates budget entries, entries in the ITS Project Portfolio Management (PPM) tool, and requests for approval by the ITS Enterprise Project Management Office and the State Chief Information Officer.
- B&A—Coordinates with the Office of State Budget and Management if expansion funds are needed.

Budget Cycles

The Office of State Budget and Management biennial budget process starts in the fall of even years. ITGC deadlines for expansion budget requests for new IT projects are:

- September 30 in even years.
- November 30 in odd years.

ID	Task Name	Start	Finish	Timeline
1	Deadline ITGC Applications 1st year biennial budget	9/1/2008	9/30/2008	Sep 2008
2	Budget, 1st year of biennium	7/1/2009	6/30/2010	Jul 2009 – Jun 2010
3	Deadline ITGC Applications 2nd year biennial budget	11/2/2009	11/30/2009	Nov 2009
4	Budget, 2nd year of biennium	7/1/2010	6/30/2011	Jul 2010 – Jun 2011